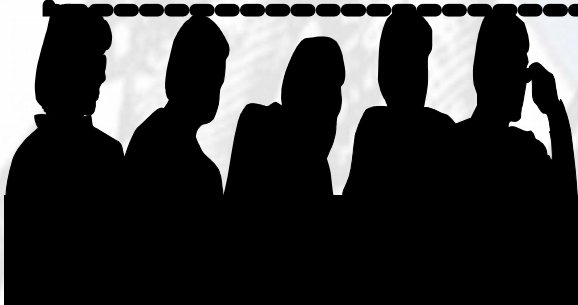


# **CLASSIFICATION & POSITION MANAGEMENT Module 7**

**National Guard  
Technician Personnel Management  
Course**



# POSITION MANAGEMENT

**“The process of organizing and assigning work to and among positions, in order to accomplishment mission requirements and most economical and efficient manner possible.”**



**POSITION MANAGEMENT...**

## **WHO'S INVOLVED?**

- Chief, NGB
- NGB-J1-TNC
- OPRs
- HROs
- Manpower Managers/Supervisors





**POSITION MANAGEMENT...**

# **POSITION DESIGN** **CONSIDERATIONS**

- **Economy**
- **Efficiency**
- **Motivation**
- **Supervisor to Employee Ratio**

**MORE...**

## **POSITION DESIGN** **CONSIDERATIONS**

- **Avoid reorganizations that are for the purpose of supporting higher grades**
- **Be alert to requests for higher grades based on performance achievements**
- **Structure some jobs at trainee level (with steps to target grade)**
- **Avoid having more top graded positions than necessary**
- **Use part-time and intermittent positions**

# CLASSIFICATION

**“The process of determining the appropriate pay plan, series, and grade of a position based on its designated duties and responsibilities, and consistent with prevailing laws, standards, and guides.”**





**CLASSIFICATION...**

# **TECHNICIAN POSITIONS**

- **5 USC -** prescribes the GS grading system, and required OPM to establish a system for prevailing rate jobs
- **32 USC -** governs Technician positions

# **PURPOSE OF THE**

# **CLASSIFICATION SYSTEM**

- **To determine the basic rate of pay**
- **Is the basis for pay equity under the law ( = pay for = work)**



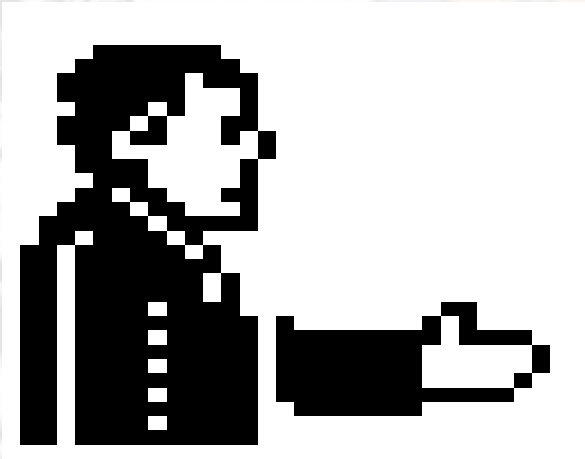


**CLASSIFICATION...**

# **HOW CLASSIFICATION AFFECTS PAY**

- **A PD describes a position's principal duties, responsibilities, and supervisory relationship**
- **Within a staff, each PD defines WHO does WHAT**
- **The supervisor's signature denotes the accuracy of the duties/responsibilities described on a PD for a particular position**

• **Classification then becomes local basis**



# HANDOUT

# **A POSITION DESCRIPTION...**

- **Provides a basis for Performance Standards**
- **Formalizes decisions on assignments, responsibilities, authority, and required Knowledge/Skills/Abilities (KSA)**
- **Helps achieve:**
  - **Equal pay for equal work**
  - **Getting qualified people for the job**
  - **Human Resources Development**
  - **Career development**



**CLASSIFICATION...**

## **PD FORMATS**

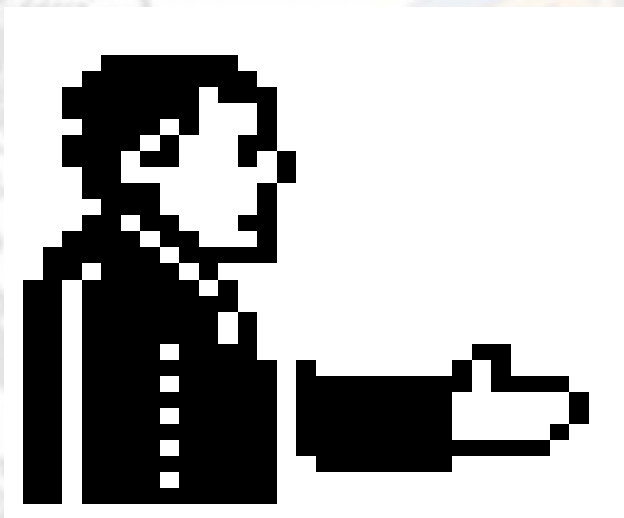
- **Narrative - Some GS and all FWS PDs**
- **Factor Evaluation System (FES) -  
GS Positions Only**

**CLASSIFICATION...**

## **MAJOR DUTIES ON A PD**

- **Should be listed in descending order of importance**
- **Should comprise 25% or more of a position's duty time**
- **Should generally be regular and recurring**

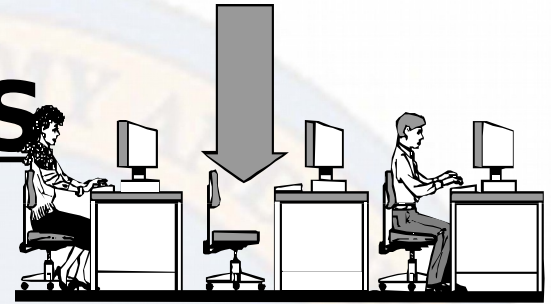
**NOTE: Don't forget to include the "Performs other duties as assigned" statement on every PD.**



# HANDOUT



# **ABOUT DESK AUDITS**



- **A fact-finding visit to the job site**
- **Incumbent and supervisor are interviewed**
- **Vacant positions can be audited via discussion with the supervisor**
- **Group audits can be conducted when several incumbents occupy Identical Additional (IA) positions**

# **AUDITS ARE NEEDED DUE TO...**

- **Reorganization**
- **Need for periodic review to ensure accuracy**
- **Issue of new OPM Classification Standards**
- **A position being appealed**
- **An employee's request for reclassification**
- **New technology/equipment affecting a job**



The background of the slide features a faint, light blue watermark. On the left is a silhouette of a Minuteman soldier from the American Revolutionary War, holding a rifle. On the right is the official seal of the United States Department of Defense, which is a circular emblem containing an eagle with wings spread, perched on a shield, with the words "DEPARTMENT OF DEFENSE" and "UNITED STATES OF AMERICA" around the perimeter.

# **STANDARDS**

- **Classification Standards - GS positions**
- **Job Grading Standards - FWS (WG/WS)**
- **Issued by Office of Personnel Management (OPM)**
- **DoD publishes supplemental guides to some OPM<sup>17</sup> standards**



# **GENERAL CLASSIFICATION RULES**

- **Evaluate the position - not the person**
- **Evaluate the total position, not just parts of it**
- **Evaluate each position on its own merit**
- **Consider the intent of the standard...its basis and the differences between <sup>18</sup> grade**



**HANDOUT**

# **CLASSIFICATION APPEALS**

- **An employee may appeal the classification of his/her position only**
- **A person may not appeal based on the classification of someone else's position**
- **If an employee appeals, the supervisor must:**
  - **Ensure the PD is complete and accurate**
  - **Discuss employee PD concerns with the employee; attempt an informal resolution**

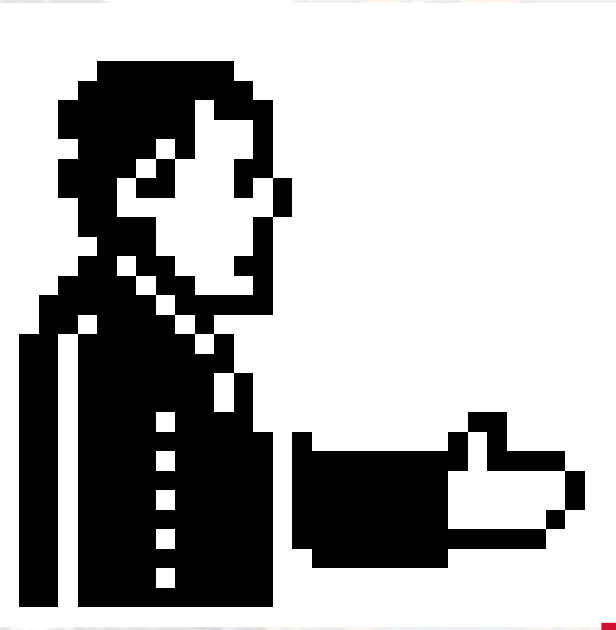


# **ROLE OF THE STATE CLASSIFIER**

- **Provide Classification advice/assistance**
- **Review/process Exception PDs**
- **Assist Staffing to assign/maintain competitive levels**
- **Conduct studies and desk audits**



# INDIVIDUAL EXERCISE



**HANDOUT**